

HIGH BROADCAST INFORMATION BRANCH
2430 E Street, NW
Washington 25, D. C.

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12 July 1948

Chief, West Coast Bureau
Foreign Broadcast Information Service
Post Office Box 307
Pasadena, California

Dear Andy:

I have just received some more detailed information on Admiral Hillenkoetter's visit to the West Coast and your station. According to his secretary, he leaves San Francisco at 9:00 p.m. Daylight Time via the streamliner Lark, S.P. No. 76, 9 August 1948 and arrives at Glendale at 8:39 a.m. Daylight Time, 10 August 1948. He expects you to meet him at the Glendale station and take him to Pasadena. He is available to you from the time of his arrival at Glendale until 5:30 p.m. that same day, at which time he expects to be delivered to Pasadena, where I believe he is spending the night with his mother. There is a possibility that the Contacts Branch Office may be open in Los Angeles prior to this date. If it is, he will probably not spend quite so much time with you and it would, therefore, become the Contacts Branch responsibility to take him off your hands and deliver him to Pasadena by 1730. However, for the present you should assume that he will be your responsibility for the entire day.

I am sure that I do not need to make any suggestions to insure that you will handle the situation in your usual outstanding manner. However, if I were in your position I would follow a schedule something like this:

1. Meet him at Glendale and escort him to your office.
2. Make him comfortable in your carpeted, air-conditioned place, with the assistance of a good cup of coffee which all sailors like. The Admiral is no exception.
3. In your actual presentation of the station and its functions I would first state orally and rather informally what your job is.
4. Next, I would have a good-sized chart drawn up to show him how you are organized in order to accomplish your mission. This should include the different sections such as Editorial, Language, Engineering, etc., with the number of persons in each.

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5. Following this, I would have a large outline map of some kind on which your coverage is projected. I would then present in some form or another just how you go about utilizing your personnel and the facilities at your station to obtain this coverage.

6. This would be a good place to show your antennae layout diagrammatically, with the direction in which each is beamed emphasized. I also think it is important to emphasize the times that the stations which you are monitoring do most of their important broadcasting in order for him to appreciate fully that he is not seeing the station at the time when there is the greatest amount of activity. Include such other oral presentation as you see fit. Charts and diagrammatic sketches of any kind are always most helpful and impressive.

7. Following this I would answer any questions that he may care to ask.

8. I would then take him for a complete tour of the shop, following in chronological order the processing of your copy from the time the broadcast is monitored until it is transmitted to Washington.

9. It would seem to me that this would bring you up to lunch time and probably by this time the Admiral will have seen all he cares to of the station. I would then take him some place for lunch, and after lunch deliver him to Pasadena unless he desires otherwise.

I am sorry that he is coming in the middle of the day when there is least activity. I think you should emphasize to him that most of the activity is at night due to the fact that the stations you monitor are broadcasting then. I also think it would be extremely wise to have as many people on duty and as much activity as possible without misrepresenting things to the Director.

You may do as you like with the foregoing suggestions. I have no doubt whatsoever that you will do a fine job in presenting your activities to Admiral Hillenkoetter and that he will return to Washington with an even better impression of our organization than I think he has at present. You will find him a very nice and congenial person, most interested in your shop and your station. I'll leave the matter in your good hands and advise you if there are any other developments.

Sincerely,

LKW:hmq

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